



AFTER A ROBBERY

The silent robbery alarm is to be activated

If it has not been done, do so now.

Pick up the telephone and **call 911**

Give your store's street address

Tell dispatcher, **"I have just been robbed."**

Stay on the line and answer questions from the dispatcher.

Lock the entrance door. If possible, try not to let any customers leave until the police have arrived. If a customer must leave, get his/her name, address, home and work phone numbers. Place the **"We are closed temporarily due to an Emergency"** sign on the entrance door

Preserve the crime scene. Cover any glass, doors, fixtures, drawers, etc., which may have been touched by the robber(s), with a drop cloth in order to preserve fingerprints.

Distribute "Commercial Robbery Identification" forms to anyone witnessing the robbery with instructions that they are to complete it before discussing their observations with anyone else. Fill in the blanks on the form and give them to police when they arrive.

Refer all inquiries from the news media to the manager of the business. If asked for amount of the loss, by other than police, just state that you do not have that information. **Don't give out names of employees or other witnesses.** You could inadvertently place them in danger.